



Personal Essentials

Time Management



Best Care
EMPLOYEE ASSISTANCE PROGRAM

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“Time is the coin of life...Be careful lest you let other people spend it for you.”
– *Carl Sandberg*



Time Management

What do you have in common
with Kobe Bryant, Bill Gates,
Lady Gaga, and Barack
Obama?

You all have 24 hours in a given day to do
what you need and want to get done!



The Time "Test"

0:05

0:10

0:15

0:20

0:25

0:30

0:35

0:40

0:45

0:50

0:55

1:00

1:05

1:10

1:15

Thank you for playing!



Time Management Ten Best Practices



Time Management Best Practices



Plan each day



Time Management Best Practices



Prioritize your tasks



Time Management Best Practices

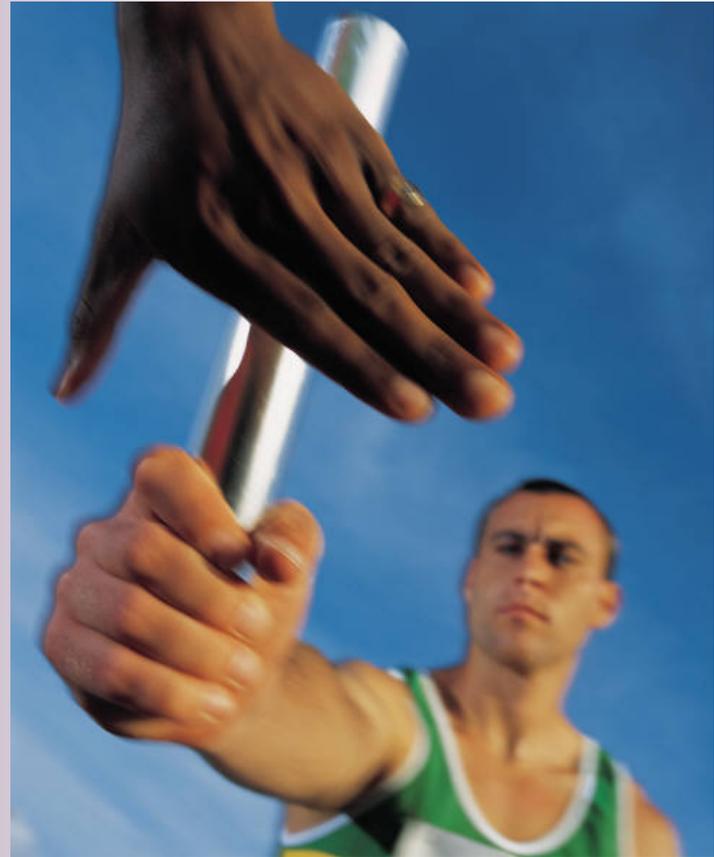
Say “No” to
nonessential tasks





Time Management Best Practices

Delegate





Time Management Best Practices



Take the time to do
a quality job



Time Management Best Practices

Eat an elephant





Time Management Best Practices



Practice the
“10 minute” rule



Time Management Best Practices



Evaluate how you
spend your time



Time Management Best Practices

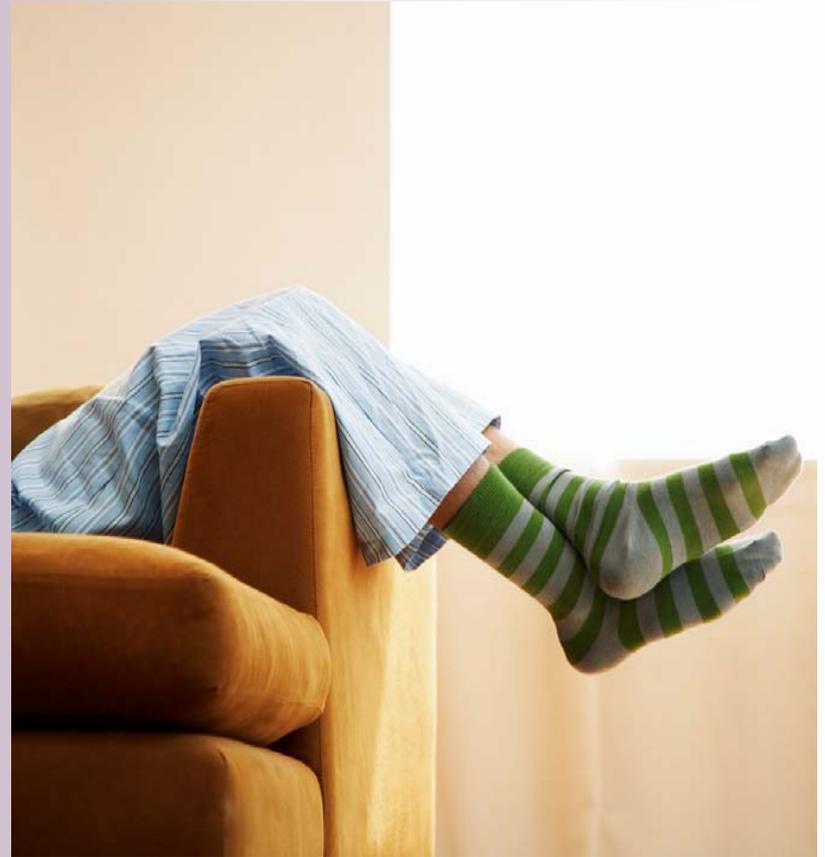
Limit distractions





Time Management Best Practices

Take your breaks
and take care of
your S.E.L.F.





Time Management

Additional Resources



Books

- *How to Get Control of Your Time and Your Life* by Lakein
- *The Time Trap* by MacKenzie
- *Time Management for Dummies* by Mayer
- *Mind Mapping* by Nast



Websites

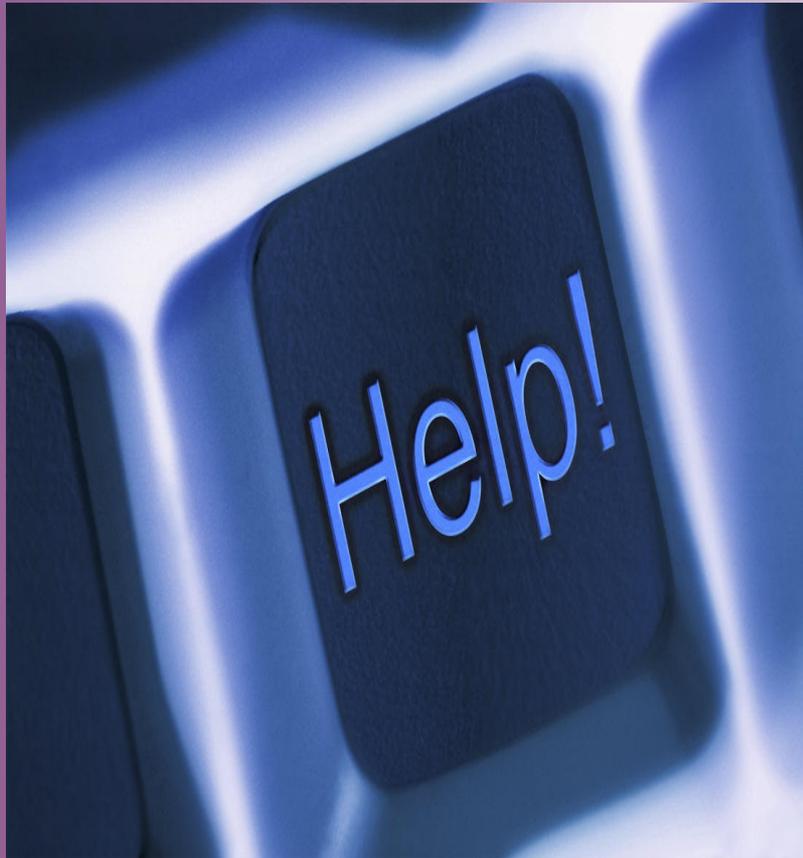
- www.addcoach4u.com
- www.lifehack.org
- www.timethoughts.com



Time Management Best Care EAP Can Help!



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